



"It is good to dream, but it is better to dream and work. Desiring is helpful, but work and desire are invincible."
– Thomas Robert Gaines

Division of Purchasing, Idaho Department of Administration

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Purchasing Update

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Purchasing Training



The Idaho Division of Purchasing is offering purchasing training on a regular basis. To see our complete list for the upcoming months, visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training for additional information.

The deadline to register for the next NIGP Seminar, INTRODUCTION TO PUBLIC PROCUREMENT is September 29, 2006. If there is enough interest the seminar will be held in Boise on October 18 – 20, 2006. Please send an e mail to pearl.smith@adm.idaho.gov for more information and to register. The cost is \$500.00 per person for the 3 day seminar.

The instructor for this class is Mary "JANE" Lopez, CPPO from Arvada, CO

This seminar will present an overview of public purchasing basics designed for the new state employee and any employee who is not familiar with how public purchasing differs from the private sector. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, persons who supervise purchasing activities, and employees charged with purchasing for their agency, regardless of their job title.

Remember - Seminar credits can be used for UPPCC certification and re-certification!

PURCHASING WORKSHOP'S

We would like to thank each of you that took time out of your busy schedules to attend the recent purchasing workshops held in Boise, Idaho Falls and Coeur d'Alene.

We would also like to thank the different agencies that hosted these workshops. We appreciate all the help with organizing, and the comfortable accommodations.

Public Works had a great presentation on some of the services that they offer and handed out information sheets on who to contact with questions relating to specific areas.

Enterprise Rent-A-Car presented an overall review of their company, new locations and a reminder of the services available through the Statewide (STW) Contract.

Loren Cook, Progressive Printing, STW Contract for Carbonless Forms presented sample packets and discussed the many different forms and services available to agencies at the CDA Workshop.

Mark Little, State Purchasing Manager, discussed many of the recent changes at the Division of Purchasing and some of the challenges he has faced with his new duties and replacing staff.

PURCHASING TIPS

Disposal of Surplus Property – What are the steps to disposal of surplus personal property? What are my options? What if the items are still of use, possibly to someone else? What if they are basically trash? Where are the Board of Examiners' policy and procedures for surplus property found?

The policies and procedures for the disposal of state surplus personal property is posted on the Internet by the secretary of the board and are located at www.sco.state.id.us under "Public Information," "State Board of Examiners," "State Surplus Property," - "State Surplus Property-Policy."

- 1) Is your Personal Property Surplus? If the answer is yes, proceed through the following steps.
- 2) Submit a **Surplus Property Declaration**.
- 3) Is the original value \$2,000 or above?
- 4) Submit a State Property Disposal Authorization Request, (Form 4.5.45, revised 10-10-00).
- 5) Obtain Board of Examiners Authorization for Disposal.
- 6) Disposal by Sell, Transfer, Recycle, Discard.

Items must be approved by the Board of Examiners, except in the case of a trade-in, see instructions below. Any property to be used as trade-in for new property having similar functionality is considered trade-in property instead of surplus property.

Who do I contact if I have other questions about state surplus property or how to use the on-line declarations and notices?

For further information, comments, or suggestions, contact brdexam@sco.state.id.us. You may also telephone the State Controller's Office at 334-3100 or fax to 334-2671.

What is a declaration?

A declaration is a statement by the agency that select items of personal property are no longer of use to the agency and are designated as "surplus." A declaration is a notice to the Board of Examiners and to other agencies. A declaration must be posted for at least fourteen (14) calendar days prior to actual disposal of the listed surplus property. This timeline allows ample opportunity for any interested agency to investigate the property.

67-5732A – Sale of Surplus Property Authorized

Whenever the head of any commission or department of state government, or any institution of the state, or any elected state official, has under their jurisdiction or control, any personal property belonging to the state which, in their judgment, is of no further use to the state or to such department, commission, institution or state office, they may, sell, in the name of the state, such personal property at public sale. Provided, that where the reasonable value of such property exceeds the sum established by the internal management policies, guidelines or instructions of the state board of examiners, the same will be sold at public auction or sold after receipt of sealed bids, to the highest responsible bidder, after thirty (30) days of notice of such sale, giving the time and place and any sale conditions thereof, published in a newspaper in the county where such property is to be sold, or if no newspaper is published in the county where such sale is to be held, one (1) such notice shall be posted at the place of sale. All funds received from sales of surplus personal property must be deposited into the state treasury and credited to the account of the disposing agency less the cost of the sale. The board of examiners may authorize the sale or transfer of surplus state personal property to city, county, school districts, or any other public agency without public notice and without public sale, provided the board has determined that it is in the best public interest.

Trade-In: Idaho Code allows sale, trade-in, or exchange of state personal property by exchanging the same in part payment for new property only when it is determined by the **Division of Purchasing** that all other methods of disposal of the property sought to be exchanged will yield a lesser monetary return to the state. (I.C. 67-5722)

Why are trade-ins not reported as surplus property and an authorization request filed with the Board of Examiners?

Trade-ins are managed as part of the procurement process by authorized agencies or the Division of

Purchasing, Department of Administration. As such, these items are not surplus property and available for acquisition at large. Trade-in items are exchange equity toward the purchase of new or replacement items.

Property to be exchanged (traded) in part payment for new property is not surplus property and thus is not subject to the Board of Examiners guidelines for surplus property disposal.

A written justification for the agency's determination that trade-in is the best method of disposal is required. A State Property Trade-In Authorization Request form is available for your use. Send the form and your written determination stating why other methods of disposal will yield a lesser monetary return to the state to the Division of Purchasing for review and approval. If approved, your trade-in can either be used against purchases of like product from contracts or be included as part of your specifications for purchase of new property.

We encourage the use of the following options when using a trade-in for part payment of new equipment;

- 1) Purchase of new equipment without trade-in
- 2) Purchase of new equipment with trade-in
- 3) Bidders purchase of trade-in equipment

When using the above options in your specifications, include a requirement that the agency will determine which option(s) will be in their best interest. This will assure maximum competition for the equipment, flexibility for purchase by the agency, and provide potential additional savings to the state.

The specifications should also contain a description of the trade-in equipment, i.e. how many miles, current condition, would de-installation be required, when and where after award of bid the equipment can be retrieved, person to contact, etc. State the location and a time for viewing. Include a statement that the equipment is, "where is as is".

The STATE PROPERTY TRADE-IN AUTHORIZATION REQUEST Form, #23-12, revised 6/21/04 is available from our website at www.adm.idaho.gov/ under "Forms," "Purchasing," "State Property Trade In," -Save a copy of the form into your excel file.

Please remember to attach your justification to this form for consideration and approval.

NOTE/REMINDER: *Guidelines of State Surplus Personal Property.* A major change to be noted by agencies is the explicit and specific prohibition against a department's employees acquiring surplus property from their own department, even if the result of a public auction. Employees may continue to acquire surplus property from other departments if the property is acquired through a competitive bid process. The revised guidelines are dated August 9, 1994 and were distributed to all department directors. They may also be obtained from the State Board of Examiners with the Sate Auditor's office.

STATEWIDE CONTRACT UPDATES

Paper, Plastic and Cleaning Supplies, Plastic Bags, (Can Liners). New contract coming very soon.

Tire/Tubes, currently being evaluated.

Batteries, (Dry Cell) awarded to Graybar Electric

Bulk Fuels for Zone I, awarded to Coleman Oil

Vehicle, Indefinite Contract. Anticipate being able to place orders by November 1st.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov